Position:
Rental and Utility Relief Program Assistant (Planner III)

Organization description:
The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that Oʻahu's economy can remain open. OER also directly assists Oʻahu residents and businesses to find assistance and execute CARES-funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities for the Rental and Utility Relief Program:

- Serve as Program Assistant for the Emergency Rental Assistance Program, an OER initiative using Federal COVID-19 relief funding (50%)
  - Participate in the development, implementation and reporting on this Rental and Utility Relief Program potentially including additional funding and/or related programs on Housing Stability Services.
  - Review enabling legislation [https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program](https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program) and subsequent guidance, recommend program modifications and improvements consistent with Federal updates.

- Support the Program Director with various stakeholder and community meetings regarding housing and utility supports and COVID-19 pandemic aid. (20%)
  - Present information to stakeholders on OER programs to provide relief;
  - Liaise with key stakeholders to disseminate information, assess community need, and gather feedback

- Work with City contractors, State and County Governments, related non-profits and community to develop, implement, and report on the program (15%)
  - Support the Program Director to confer with managers, department heads, staff and the public to resolve housing and utility service problems caused by COVID-19, clarify OER agency goals and objectives, responsibilities and suggest means for implementing recommendations to address housing, economic revitalization, and the pandemic response as approved by the Program Director.
  - Collect implementation concerns from city contractors and support the Program Director with recommended actions for improved public services, participate in the design of program evaluation based on contract terms and Federal requirements, interpret Federal, State, and City regulation to provide implementation guidance and information dissemination.
• Assist City Contractors with regular program and fiscal reporting, including formatting, required data and metrics, and submittal to ensure timely and efficient flow of funding to the public
  o Review material, reports and other communication relating to City housing and utility relief programs and COVID-19 aid, including general administrative, financial and budgetary matters of City agencies and make recommendations for their disposition to Program Director (10%)
  ▪ Prepare and answer correspondence for the Program Director relating to housing and COVID-19 or OER business.
  o Perform other related duties as may be assigned to ensure efficient operations of the City OER (5%)

Qualifications (Planner III):

• Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in city planning, architecture, engineering, economics, sociology, public administration and four years of professional work experience in city planning or related planning activities or as applicable for positions requiring specific specializations
• Ability to translate ideas and recommendations into plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization; collect, analyze, and interpret data pertaining to related situations, and make effective decisions and recommendations from these data; speak effectively to individuals and to groups, and to prepare reports
• Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations
• Computer, internet, web-based program management platforms and smart phone usage skills
• Good verbal and written and communication skills
• Strong attention to detail
• Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies

Responsibilities (Planner III):

Under the general supervision of the Program Director the position is assigned planning tasks related to the following for their own projects as well as for projects that may be assigned to other staff:

• Develop Request for Proposals and Notices of Funding Availability for federal, state and city funded programs, including but not limited to: planning tasks related to the implementation of a selection process for grant recipients;
• Grant contracting and management tasks for funded projects according to all federal, state, and city policies and regulations;
• Tasks related to program evaluations;
• Work collaboratively with staff of other city and state departments and agencies as well as nonprofit entities; ensure preparation of reports, documents, plans, and policy documents as needed.

The Planner III, in cooperation with public agencies, nonprofit service providers, and other interested entities and individuals, is responsible for the implementation of programs
utilizing federal, state and city funds. Specific Planner III duties and responsibilities include, but are not limited to:

(1) Responds to requests for information regarding the City’s Rental and Utility Relief Program and projects related to federal, state, and city funding from City officials, the public, elected officials and other interested parties by preparing written responses and informational materials.

(2) Conducts literature search and studies for best practice methodology in service delivery; formulates recommendations for programming of funding for services to the low- and moderate-income individuals and families; develops OER plans and policies.

(3) Fosters collaboration among contractors and other community groups to streamline service delivery, facilitate coordination of services delivered to low- and moderate-income households, improve data collection and performance measurement, and maximize use of resources. Makes recommendation to keep projects within budget and on schedule.

(4) Reviews federal, state and local laws relating to housing assistance and community development projects and recommends changes to the Rental and Utility Relief program for agreements, procedures and monitoring of nonprofit organizations.

(5) Monitors new initiatives for the purposes of coordination with the City’s Rental and Utility Relief Program and other related Federal, State, and City programs; and

(6) Performs other related duties as assigned.

Physical requirement:
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Compensation:
Starting salary commensurate with experience.

Employment duration:
Employment to start as early as August 30, 2021.

To apply:
To apply, please send a 1 page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.

Deadline to apply:
Applications will be accepted until 5:00 p.m. on Friday, August 30, 2021 or until position is filled.